

Chairs & Co-Chairs as an instrument for the organization

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For sharing and distributing the work load of a Summer School or workshop organization, nominating an organizing committee (OC) with different co-chairs is a good choice. Members of the organizing team and volunteers share responsibility and each of them is in-charge of one or some parts.

Chairs are not seen as something aside the main organizers, they are seen as important individual positions inside of the organizing committee. Each chair takes over an entire part of the organization and acts responsible to bring the PhD School to success.

An advantage for the person holding a chair is that it is a relevant community activity and can be put on their CV. The chair also gains experience in the field of event organizing and coordinating. Additionally, it also helps their visibility and acknowledges the efforts.

The fact that a person is a chair does not mean that they have to do all the work alone. The chair is the person in-charge and responsible for getting things done. He/she can use the resources of the organizing committee.

Thematic chairs

On the one hand, you will need thematic chairs that take over a session, a challenge or a whole thematic day.

- Session Chairs
- Chairs for challenges / hackathons
- Chairs for a topic/streak

Organizational chairs

On the other hand, it is a good idea to nominate chairs for the organizational part of the conference. It is also possible to subdivide a chair and nominate “sub-chairs” or “in-charges”.

- Chair or chairs for the organization
 - Program Chair (in-charge of the program outline)
 - Chair for venue and boarding (venue, hotels, catering, etc.)
 - Chair / In-charge for social events
 - Chair / In-charge for equipment and tech support (technical equipment, live stream, online conference tool, etc.)
- Chair or chairs for communication
 - Chair / In-charge for speaker communication
 - Chair / In-charge for participant communication
 - Chair / In-charge for digital communication (social media, blog, etc.)
 - Media Chair / In-charge for media (visuals (banners, flyers) for print and online)
 - Web Chair (website, updates)

This guideline is a living document and will be updated from time to time. If you have corrections, additions or ideas please let me know.

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